PURCHASE ORDERS

RELEASE NOTES – DECEMBER 2021

This document explains new product enhancements added to the **ADMINS Unified Community (AUC) for Windows PURCHASE ORDER** system.

CONTENTS

1   CHANGE ORDERS [Fix]

Prior to the software update, there was an issue when processing a PO change order and then clicking on the **[Cancel]** button after doing the error check. The PO would be sent into a release status and then could not be accessed to approve/post. The software update has corrected this and now if a user clicks **[Cancel]**, a message will be displayed, and the PO will be sent back to *"Entry Began"* status.

If the user clicks on ⬚ 9 Check PO ⬚, and there is no error on the PO Change Order, the following prompt pops up:
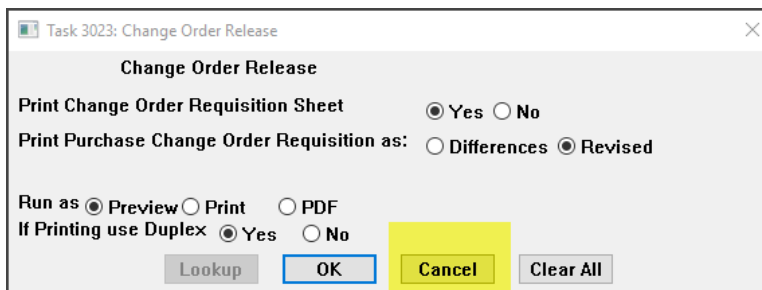
If the user clicks **[Cancel]** instead of **[OK], t**he following message will be displayed on screen indicating that the user cancelled the checking of the Change Order:
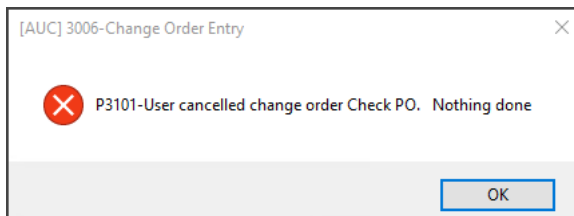
The status of the change order will change from *"Ready to Release"* to *"Entry Began"*.

[ADM-AUC-PO-584]

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2   PO LIQUIDATIONS [Enhancement]

ADMINS updated the messages that the system displays when liquidating purchase orders. If there are any **"Open"** or **"In-Progress"** vouchers, the liquidation will stop, and the system will display a popup message.

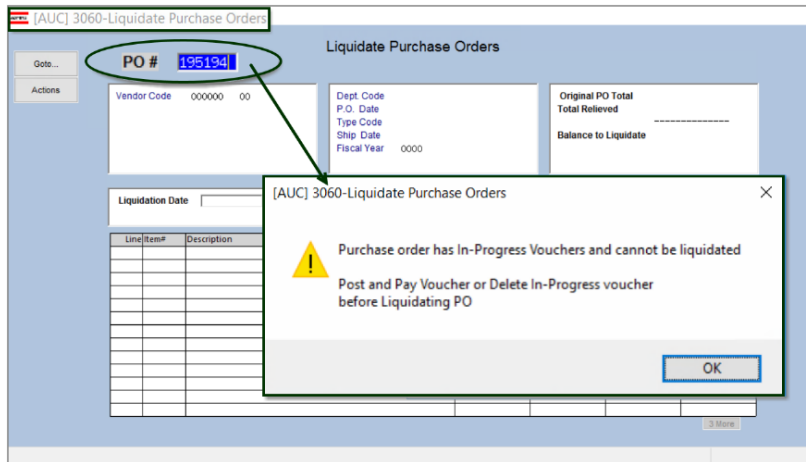## 2.1   In Progress Vouchers Preventing the Liquidation of a PO

Figure 1 Instructions to Post & Pay voucher or delete In Progress voucher prior to liquidating the PO

To see which vouchers are preventing the liquidation, go to:

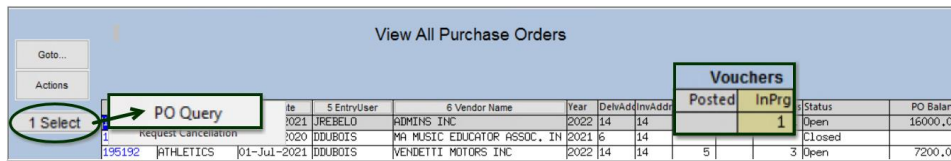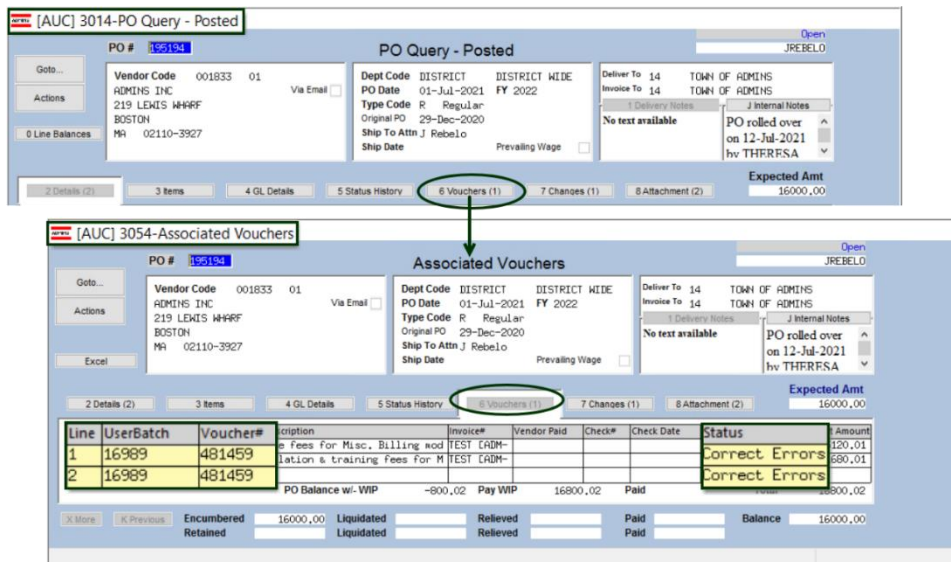**Purchase Orders ▸ Queries ▸ [PO Number] ▸ [1 Select] ▸ PO Query**

Figure 2 Drill down to the PO; click on [6 Vouchers] to see which vouchers are preventing the PO liquidation
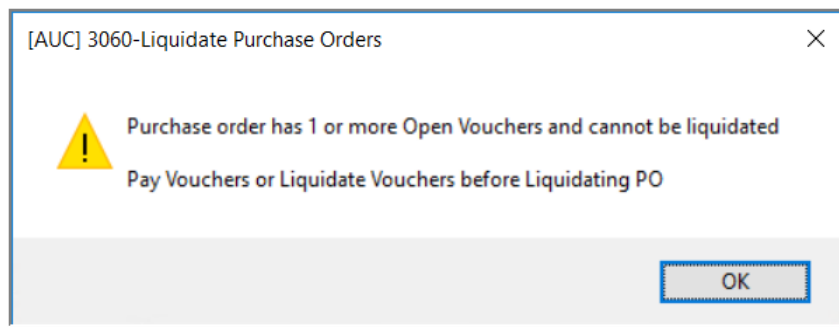

Note the voucher number; either complete the processing or remove the voucher to proceed with the liquidation.

Figure 3 Finding the vouchers that prevent the PO liquidation

2.2   Open Vouchers Preventing Liquidation of a PO

Figure 4 Instructions to Pay or Liquidate voucher prior to liquidating the PO

A similar message will appear if there are **"Open"** vouchers; pay or liquidate the open vouchers, then proceed with the PO Liquidation.

If there are both "in-progress" and "open" vouchers for the PO, the message shown in Section 1 will be displayed.

Before the PO liquidation can be processed, there can be no **"In Progress"** and **"Open"** vouchers for the PO.

[ADM-AUC-PO-580]

3   ATTACHMENTS [Enhancement]

ADMINS changed the error checking on attachments to limit the check to \\tsclient\C, so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the September 2021 Release Notes for a list of the screens this change will impact.

[ADM-AUC-SY-8225]